

Approver Guide - Job Req or Offer

1. There are 2 items to approve in PageUp; a job requisition or an offer. The job offer can be approved from the email you received by replying "Approve" to the email" or logging into PageUp. You must login to PageUp to reject the job requisitions. You must login to approve or reject an offer.
2. Login to PageUp using your YES credentials (EIN and YES password)
<https://adoa.dc4.pageuppeople.com>

A job requisition for position ACCOUNTANT 1 STWD - Job Number: 492366 has been allocated to you for approval.

Quick reference job details

Job Title: ACCOUNTANT 1 STWD
Agency: DEPT OF ADMINISTRATION
Process Level: ADFSG-AD-FINANCIAL SERVICES DIV GAO
Posting Location: PHOENIX
Hiring Manager: Harry Manager,
Recruiter: Ronald Recruiter,
HR Liaison: Darlene Liaison,

To approve the job requisition via email, please reply to this email with the word "Approve".

Please Note: the word Approve is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve, provide comment, or decline, please click the following link [View requisition](#).

3. On the right side of your manager dashboard, you will see sections for "Approvals" which refers to job approvals and "Offers" which refers to "Job Offers"
4. Click on the number in the appropriate area (either under Approvals or Offers) to select the approval item.

The screenshot shows two dashboard cards. The top card is titled "Approvals" and features a blue pencil icon. It displays "1 jobs awaiting your approval" with the number "1" circled in red, and "2 Approved" below it. The bottom card is titled "Offers" and features a yellow envelope icon. It displays "2 Offers awaiting your approval" with the number "2" circled in red, "2 New hires" below it, and "6 New hire tasks" at the bottom.

5. Once you click on the job or offer number, you will be shown the list of items to be approved, click on the "view" link on the right side of the screen.

Job number	
492467	View
492490	View

6. This will bring up the job or offer page. Review the information

911 SYSTEMS NETWORK ENGINEER

[Position info](#) [Notes](#) [Sourcing](#) [Documents](#)

7. Scroll down to the end of the Page and click "Approve" or "Decline"

[Save a draft](#) [Approve](#) [Decline](#) [Cancel](#)

8. If you select "Decline" a job you will need to select a reason and enter comments. Click "Save". To "Decline" an offer you will need to enter a reason and click "Save".

Decline - Google Chrome

adoa.dc4.pageuppeople.com/v5.3/provider/manag...

Please select a reason as to why the job has been declined:*

Additional comments:

[Save](#) [Cancel](#)



9. Click the PageUp or Arizona icon on the top left corner to get back to your home page

Note: if you are a Recruiter or an HR Contact (Liaison), you will see the approval items under the "Manager Activities" area on your home page

Primary teams & users

Manager Activities

- 1 Jobs awaiting your approval
- 1 Jobs requiring panel review
- 4 Jobs with applicants for review
- 1 Offers awaiting your approval
- 23 New hires
- 30 New hire tasks